Section:	Business Information System
Unit:	Data Management
Position Number:	065-501-1479-XXX
Classification:	Assistant Information Systems Analyst
Date:	April 2015

Supervision: Under the supervision of the Systems Software Specialist III (Supervisor), the Assistant Information Systems Analyst (Asst. ISA) is responsible for assisting with data extractions, cleansing, and conversion of the data from the legacy systems. The Asst. ISA is also responsible for assisting the Data Management Leads with the cleansing and converting the data in the form required by the Enterprise Resource Planning (ERP) system using basic SQL/DB programming skills and analytical skills. Additionally, the Asst. ISA assists in performing the less complex information technology systems design, development, reporting, interfaces, and testing of the business processes related to the chosen solution. Specific expertise includes a basic knowledge and limited understanding of technology concepts, practices, and methods including the phases of the information systems development and analysis life cycle.

Knowledge: The incumbent at this level has a basic knowledge of data processing concepts, practices, methods and principles, and the phases of the Software Development Life Cycle as implemented within the Enterprise Information Services. The incumbent has a basic awareness of application development and support using ERP SAP application software.

Essential Functions: The work includes ensuring specification compliance by the vendors, working with BIS team members and Department staff to assist in identifying and developing standard business practices to be integrated into the BIS Project and ensuring compliance with contracting policies and regulations. The position identifies software changes and assists in assessing the impact of changes in relation to current identified requirements.

The primary goal of the BIS Project is to implement an automated, integrated and standardized Enterprise Resource Planning (ERP) Solution for the California Department of Corrections and Rehabilitation. The project will improve the Department's tracking of labor and assets in an efficient and fiscally accountable manner, thus improving the timeliness, availability and accuracy of data.

Travel and overtime may be required.

CONTACT WITH OTHERS: The incumbent has regular contact with:
- Adult Institutions and Juvenile Facilities – Wardens, Superintendents, Chief Deputy Wardens, Associate Wardens, Youth Authority Administrators, Institution Personnel Officers.
- Headquarters – Accounting Management, Accounting Policies & Procedures Section, Budget Management, Business Management, Facilities Planning & Maintenance, Contract Management, Enterprise Information Services, Personnel Management, Labor Relations, Internal Affairs, and Health & Safety.
- Control Agencies – State Controller's Office, Department of Personnel Administration, Department of Technology Services, State Compensation Insurance Fund and Department of General Services.

SUPERVISION EXERCISED: Does not apply

SUPERVISION RECEIVED: Systems Software Specialist III, Supervisor

DUTIES:		
45%	**New Systems/Services and System/Service Enhancements:**	

45% **New Systems/Services and System/Service Enhancements:**
- Assist in the design, configure, test and implementation of less complex new functionality, including enhancements or application of new business alignments to existing functionality in the Supply Chain / SRM SAP modules (Contracts);
- Assist in developing and/or performing technical analysis of proposals;
- Assist in determining the impact of upgrades to existing systems and services;
- Assist in performing evaluations and recommendations, and approval/rejection of new systems and special purpose vendor supplied applications;
- Assist in analyzing, testing, installing special purpose vendor supplied software packages, operating systems and utility software upgrades and patches;
- Assist in researching, testing and implementing network/workstation configuration changes;
- Assist in developing effective solutions for the implementation of new functionality with other BIS Technical and Functional team members and all impacted business owners to ensure integration issues and possible impacts have been identified and properly addressed.

35% **Job Scheduling/Monitoring/Troubleshooting:**
- Set up jobs in the test and production environment;
- Monitor scheduled jobs on a daily/weekly/monthly basis;
- Automate jobs to increase scheduling efficiencies;
- Troubleshoot schedule jobs and restore services;
- Notify impacted parties of job errors and restoration of services.

15% **Development of Methodologies and Standards:**
- Demonstrate proficiency with the available tools, methods, and procedures to complete assignments;
- Understand, follow, and educate others in CDCR's functional processes related to the chosen solution;
- Participate in Division meetings and team meetings/activities;
- Communicate via phone, email, and the Internet with the customer and control agencies, and vendors to resolve issues;
- Provide end-user support. Other duties as required;
- Assist in identifying and resolving problems with system and configuration software.

5% **Other duties as required**
- Assist in implementation of new functionality applying project leadership techniques;
- Prepare written documentation in a variety of formats including but not limited to: Microsoft Word, Excel, and Access;
- Other duties as required.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.	
Employee's Signature	Date
Supervisor's Signature	Date